

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 190
DECEMBER 5, 2012 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 5, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member - Excused

Staff Present: Bill Oakes, Director, Steve Marx, Dave Bonvoulior, Connie Bowers, Bryant Mercil

Others Present: Elaine Marlow, Budget Director

Record @00:10

Public Works

Subject/Description: Adult Jail HVAC Upgrades – Interagency Agreement with WA Dept of Enterprise Services; Funding Authorization for Investment Grade Audit

Attachment: Interagency Agreement No. K1247 and Funding Authorization

Action Requested: Board approval for Detailed Investment Grade Energy Audit and Energy Services Proposal with Ameresco Quantum, Inc.; Amount: \$8,165.00.

Follow Up: Okay with Board to move forward to a Monday agenda.

Roads

Subject/Description: Bid Results – Furnishing Aluminum Pole Packages (CRP 11-01)

Attachment: Bid Award

Action Requested: Approval of Bid Award – Furnishing Aluminum Pole packages to Island County; CRP 11-01; Award to Western Systems, Inc.; \$35,588.92 (incl. WSST)

Follow Up: Okay with Board to move forward to a Monday agenda.

Subject/Description: Road Vacation – Alley in Block 6; Plat of Utsalady – Application Oren & Gay Campbell

Attachment: Petition for Vacation of County Road & Aerial Map

Discussion: Bill Oakes briefed the Board on the application and petition from Oren and Gay Campbell for vacation of the alley in Block 6; Plat of Utsalady; beginning at Stanwood Street between Skagit Avenue and Utsalady Road and ending at the Northeast boundary of Block 6 of the First Plat of Utsalady.

Follow Up: The Board referred the vacation of the Alley in Block 6; Plat of Utsalady to the County Engineer for review.

Add-on

Subject/Description: Parks personnel

Attachment: none

Action Requested:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 191
DECEMBER 5, 2012 – WORK SESSIONS**

- Jan Van Muyden will be out for 8 weeks following knee replacement. Steve Marx requested approval to extend the seasonal employee (Joe Davis) for a 9 month period.
- Increase Pete Sykas hours by 8 hours per pay period due to increased maintenance at Cornet Bay dock.

Follow up: Okay with Board.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 5, 2012 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member - Excused

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 31:25

Subject/Description: Wellness Participation Payment

Attachment: yes

Action Requested: Approval of Resolution in the matter of providing a one-time payment of \$100.00 to WCIF-participating employees due to Wellness Program Participation on 2013.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Job Requisitions

Attachments: yes

Action Requested:

Prosecuting Attorney

- Paralegal/Legal Assistant – temp .5 FTE position extended to regular position for 2013 #107/12

Commissioner Emerson moved to approve Job Requisition #107/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Juvenile

- Juvenile Detention Officer – replacement, C-9, 1 FTE #108/12
- Juvenile Detention Officer – replacement, C-9, 1 FTE #113/12

Commissioner Emerson moved to approve Job Requisition #108/12 & 113/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Planning

- Current Use Planner (Assist/Assoc/Sr), replacement, C-10 – C-12, 1 FTE #109/12
Commissioner Emerson moved to approve Job Requisition #109/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.
- Building Permit Processing Manager, replacement, NR10, 1 FTE - #112/12
Commissioner Emerson moved to approve Job Requisition #112/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 192
DECEMBER 5, 2012 – WORK SESSIONS**

Human Services

- Substance Abuse Treatment Counselor, replacement, C-11, 1 FTE #110/12
Commissioner Emerson moved to approved Job Requisition #110/12. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Public Works

- 4 Road Shop Supervisors – reclassification from NR 13 to NR 14 – pulled from the agenda
- Maintenance Superintendent, reclassification from NR 14 to NR 16 – pulled from the agenda

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, December 5, 2012, at 10: 00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member – Excused

Staff: Pam Dill

Staff Present: Tim Lawrence, Director

Others Present: Elaine Marlow, Budget Director

Record @ 56:51

Subject/Description: InterAgency Agreement between Washington State University Extension and Island County; Appendix "A-3"

Attachment: Agreement

Action Requested: Agreement will provide continued support from WSU employees who are jointly funded for the period of January 1, 2013 through December 31, 2013.

Follow up: Okay with Board to move forward to a Monday agenda.

Subject/Description: Update on WSU Extension Programs

Attachment: none

Action Requested:

Marine Resource Committee is requesting reappointment of the following members for a 6 month period ending June 30, 2013:

- Linda Rhodes
- Marshall Bronson
- Dennis Gregoire
- Todd Zackey
- Stan Walsh

Follow up: Okay with Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 193
DECEMBER 5, 2012 – WORK SESSIONS**

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 5, 2012 at 10:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member - Excused

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director

Record @ 01:09:42

Subject/Description: 2013 Work Program

Attachment: Draft Planning Work Program – 2013/Draft Planning Work Program Timeline

Discussion: *Information only.*

Follow up: Continue discussion at December 19, 2012 Work Session.

**Subject/Description: Critical Area Ordinance update for Fish and Wildlife Habitat
Conservation Areas**

Attachment: Memo dated 11/25/12 from Steve Erickson, WEAN to Dan Mitchell, Island County Deputy Prosecutor

Discussion: Bob Pederson informed the Board that WEAN intends to file a Failure to Act petition with the Growth Management Hearings Board with regard to the County's Critical Area Ordinance (CAO) update for Fish and Wildlife Habitat Conservation Areas. WEAN also alleges that the SMP update contains outdated fish and wildlife regulations.

Bob indicated that hours were budgeted in 2012 for the update however attempts to secure grant funding were unsuccessful. Another grant opportunity is being pursued. Some work went into updating aspects of the Fish and Wildlife Habitat Conservation Areas though the SMP update and Mr. Pederson disagreed that the program contains outdated regulations.

Brad Johnson pointed out that updated science and protection to critical areas were incorporated into the shoreline environment section of the SMP. Some provisions from the old code were carried forward so it may, in some respects, look like the old regulations, but in fact it is quite different.

Karen Stewart noted that DOE's wetland specialist has been reviewing the County's updated SMP regulations and goals and policies. The County has used best available science in developing the regulations for fish and wildlife protections within the draft SMP and she did not anticipate any substantial changes coming from DOE.

**Subject/Description: Authorization to exceed the limits established by Resolution C-49-12;
Island County Policy Number 2.01.078 Light Refreshments**

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 194
DECEMBER 5, 2012 – WORK SESSIONS**

Action Requested: Board authorization to exceed the established limits in Resolution C-49-12 for the Planning & Community Development Kaizen event, with will include representatives from the State Auditor's Office, local observers/participants, and staff.

Follow up: Okay with Board.

Add-on

Subject/Description: Shoreline Management Program (cont from 12/3/12)

Attachment: none

Action Requested: The Planning Commission will hold a public hearing on December 18th @9:00 a.m. and issue a report and recommendation to the Board of Island County Commissioners on SMP Goals and Policies as revised by the Board of Island County Commissioners.

Follow up: Okay with Board to schedule on December 10th for Public Hearing on December 27th @ 6:30 p.m.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 5, 2012, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member – excused

Staff Present: Keith Higman, Director, Kerry Graves, Dr. Roger Case, Jill Wood, Suzanne Turner

Others Present: Elaine Marlow, Budget Director

Record @ 01:45:27

Subject/Description: General update

Attachment: none

Information:

- Island County Health Department will be subleasing the South Whidbey Family Resource Center from South Whidbey Parks and Recreation for the WIC Program.
- Change in the federal law as it relates to federal dollars that are passed through state agencies and on to a sub-recipient. In January 2013, a Financial Auditor from the Department of Health will look at programs where federal dollars are funneled through the Department of Health and end up in Island County, such as the Maternal Child Health (MCH) block grant.
- The Health Department has flu vaccine left over and would like to offer all County staff the opportunity to get a flu shot at the Coupeville Nursing building on December 6th from 2.30-4.30 p.m.
- Update on Maternity Support Services.
- Food Handler's class now online.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 195
DECEMBER 5, 2012 – WORK SESSIONS

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, December 5, 2012 at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Kelly Emerson, Member
Angie Homola, Member - excused

Others Present: Elaine Marlow, Budget Director, Melanie Bacon, Marie Taylor, Gene Parmelee, Bill Vincent

Record @ 02:03:00

Subject/Description: Position transition for Civil Service Commission

Attachments: yes

Action Requested: Approval for Marie Taylor, Chief Examiner/Secretary, to work as an outside contractor for the Civil Service Commission until a replacement has been hired and trained. Four candidates will be interviewed on December 13, 2012.

Follow up: Okay with Board.

Subject/Description: Commissioners Travel Allowance

Attachments: Resolution C-03-12

Action Requested: The Board agreed that effective January 1, 2013 the \$700.00 per month travel and expense stipend will continue to be reduced to \$300.00 per month until December 31, 2013.

Follow up: Okay with Board to move resolution forward to a Monday agenda.

Subject/Description: Funding request from South Whidbey Historical Society

Attachments: Letter dated 11/19/12 from James Bolin, South Whidbey Historical Society and RCW 36.22.170 Surcharge for preservation of historical documents

Action Requested: Approval of the request from South Whidbey Historical Society to apply for historic preservation funds in the amount of \$3500.00.

Follow up: Okay with Board to move forward with application.

Subject/Description: Board of Equalization resignation letter

Attachments: yes

Action Requested: Acceptance of a letter from John C. Martin notifying the Board of his resignation from the Board of Equalization.

Budget Director/GSA/IT Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 5, 2012, at 9:15 and 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 196
DECEMBER 5, 2012 – WORK SESSIONS**

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member - Excused

Staff Present: Elaine Marlow, Budget Director

Record @16:40 & 01:34:41

Subject/Description: Resolution C-144-12 Amending the 2012 Island County Budget
Attachments: resolution
Action Requested: Approval of resolution amending the 2012 Island County Budget to reflect budget changes due to unforeseen revenues and expenditures.
Follow-up: Okay with Board to forward resolution to the December 10, 2012 agenda.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member

ATTEST:

Elaine Marlow, Clerk of the Board